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ABSTRACT

Intended for the neophyte user of the law collection of Love Library at San Diego State University, this guide introduces the major reference books which enable users to work with statutory and case law. Each of the law reference tools in the library collection is described in terms of basic content and format, plus call number. Instructions are given for using the work and supplementary resources. Section 1 of the guide covers statutory and administrative law of the United States government, the state of California and local ordinances. Section 2 describes the reference tools to be used in studying case law, including official law reports of the federal government and California, unofficial case reports, digests, and digest tables. Other legal reference tools, such as dictionaries, periodical indexes, directories, and research handbooks are also described. A title index and table of standard legal abbreviations is provided. (SL)

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A STUDY GUIDE FOR USE WITH THE LAW BOOKS OF LOVE LIBRARY, SAN DIEGO STATE UNIVERSITY

by

Kathleen L. Coleman

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Malcolm A. Love Library
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1974

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PREFACE

Law is a field which at one time or another is important to all of us. Yet finding and understanding the law as it affects a given subject--city planning, social welfare, or business administration, for example--is a difficult task for the uninitiated. Individuals, both as professionals and as citizens, can benefit from knowing where and how to find the specific laws.

This study guide was written for those patrons of Love Library who, although not students of the law, must use legal materials in studying fields related to law. Hopefully, it will help them to find their way in this important field which, though complex, is comprehensible.

TABLE OF CONTENTS

	Page
INTRODUCTION	1
I. STATUTORY AND ADMINISTRATIVE LAW	3
A. Constitutions	3
B. Statutes	4
1. Federal Statutes	4
2. California Statutes	6
C. Administrative Law	9
1. Federal Administrative Law	10
2. California Administrative Law	11
3. Local Ordinances	12
II. CASE LAW	13
A. Law Reports	14
1. Official Case Reports	15
a. Federal Cases	15
b. California Cases	16
2. Unofficial Case Reports	17
a. The National Reporter System	17
b. American Law Reports	21
c. Other Unofficial Case Reports	24
B. Finding Aids for Law Reports	25
C. Digests	26
D. Determining the Value of a Case as Precedent	32
1. Digest Tables	33
2. Updating Services	33
3. Rehearing Tables	33
4. Citators	33
E. Reference Works	35
1. Dictionaries	35
2. Encyclopedias, Other Summaries of the Law	36
3. Directory	39
F. Special Aids	39
G. Legal Periodicals	42
H. For Further Study	43
BIBLIOGRAPHY	45
TABLE OF ABBREVIATIONS	46
INDEX	48

A STUDY GUIDE FOR USE WITH THE LAW BOOKS OF LOVE LIBRARY

SAN DIEGO STATE UNIVERSITY

Introduction

For the librarian and the library user alike, the law is undoubtedly one of the most complex and confusing areas of research. Legal bibliography is unique in many respects; some of the most essential tools for the study of law have no counterparts in other fields. Consequently, terms such as "digest," "report," "treatise," and "Shepardize" can overwhelm an individual who has no previous experience with law books. This study guide is intended for the neophyte user of the law collection of Love Library, San Diego State University. It is not an exhaustive guide to legal research; users with more complex needs should consult one of the guides mentioned in section II-H. This study guide will not deal with the bibliography of legal specialties--business law, tax law, or international law, for example--nor will it discuss treatises or textbooks dealing with specific aspects of the law. Instead, it will be limited to a presentation of two fundamental types of law, statutory and case law, and of the major tools enabling users to work with them.

Statutory law is the basis of our legal system; it consists of constitutions and the acts of legislatures and rule-making authorities--statutes, regulations, ordinances, etc. Case law, on the other hand, is the vast body of reported judicial decisions. The two types of law are closely interrelated, since statutory law is subject to interpretation by the courts. Indeed, it is never enough to know what the statute or regulation says; one must also determine what the courts have determined that it means in a given instance.

The law is a unique combination of stability and change. Stability is reflected in the doctrine of stare decisis, "to abide by, or adhere to, decided cases" (Black's Law Dictionary, 4th ed., p. 1577). Thus, lawyers rely heavily on precedent both in persuading the court and in predicting the outcome regarding a case in question. One of the strongest arguments a lawyer can make in court is to present a "case in point, on all fours"--one nearly identical to his, and decided in a way which would be favorable to his client. On the other hand, change is constantly occurring in the law. Constitutions are amended; statutes and regulations are added, amended, and repealed; decisions are appealed and frequently reversed; and cases once cited as authority are declared no longer valid for that purpose. Since the status of legislation and cases is constantly changing, law books must reflect this fact. It is not enough to find a relevant statute or case; one must also determine whether or not it is still valid. For this reason, nearly all law books have annual pocket parts or other supplements to update their contents. The user should routinely turn to the back of a code or digest to be certain that he is getting the most up-to-date information. Collections of case reports generally have "advance sheets" which provide for rapid publication of the latest cases. In all instances, it is very important to check the date of information derived from law books.

Abbreviations are a source of confusion to users of law books. Most of the major sets have standard abbreviations which are used in citing them. The description of each item included in this study guide indicates its standard abbreviation; in addition, there is a more complete list of abbreviations given on pages 46-47.

The remainder of this study guide is devoted to a description of Love Library's holdings in statutory and case law materials, and to a presentation of reference works and other special aids for the non-professional user of law books.

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I. STATUTORY AND ADMINISTRATIVE LAW

A. CONSTITUTIONS

The constitution of a nation or state is the foundation upon which all other types of law depend. The basic text of the U.S. Constitution can be found in many publications--handbooks, encyclopedias, almanacs, textbooks, etc. For more detailed information about the Constitution, including interpretation of a specific section by the Supreme Court, consult:

KF 4528 U5 1964 Ref or Government Publications (Serial Set no. 12558)

The Constitution of the United States of America; Analysis and Interpretation. . . Prepared by the Legislative Reference Service, Library of Congress. Washington, U.S.G.P.O., 1964.

An annotated edition of the Constitution with references to Supreme Court cases which have interpreted the basic document, as well as explanations of the principles underlying the decisions. Also presents acts of Congress, state laws, and local provisions which have been found unconstitutional, and Supreme Court decisions which were later overruled. Includes a table of cases and a subject index.

The California State Senate publishes the following edition of the U.S. and California Constitutions:

KFC 681 A2 Ref

Constitution of the State of California and of the U.S. and Other Documents. Sacramento, California State Print. Off.

Presents the constitutional history of California, as well as the document itself. Also includes documents such as the Magna Carta, Mayflower Compact, and Articles of Confederation.

West Publishing Company has prepared an annotated edition of the California Constitution:

KFC 30 W42 Ref

West's Annotated California Codes: Constitution of the State of California. St. Paul, West Pub. Co.

Annotations include references to federal and state cases interpreting sections of the Constitution, and citations to law reviews, digests, Opinions of the Attorney General, and the Corpus Juris Secundum. Updated by annual pocket parts. The index for West's Annotated California Codes covers this set; there is also a separate index for the Constitution only at the end of volume 3.

For finding the texts of constitutions of other states, as well as for comparing similar provisions in various jurisdictions, a good source is Columbia University's Constitutions and the accompanying Index Digest:

JK
18
1962
Ref

Columbia University. Legislative Drafting Research Fund. Constitutions of the United States, National and State. New York, 1962.

Presents current texts of the constitutions of the U.S. and each of the fifty states. A history and source notes accompany each text.

JK
18
1959+Supp.
Ref

_____. _____. Index Digest of State Constitutions.

The index enables the user to find and compare appropriate sections of the U.S. and state constitutions. It is arranged by major titles in alphabetical order, and then by subtopics.

It is possible to trace the Constitution of the U.S. or of a state through its various forms in the following work:

KF
4530
T5
1968
Ref

Thorpe, Francis N. The Federal and State Constitutions, Colonial Charters, and Other Organic Laws of the States, Territories, and Colonies Now or Heretofore Forming the United States of America. Washington, U.S.G.P.O., 1909 (Republished by Scholarly Press, Grosse Pointe, Mich., 1968).

Presents documents going back to the time of Columbus. Arranged alphabetically by state or territory, this work includes all charters and constitutions which have been valid in a given jurisdiction, as well as all amendments. Coverage to 1909 only. Topical index.

To find the constitution of a foreign nation, consult:

K
1
P43
1965
Ref

Peaslee, Amos J. Constitutions of Nations. Rev. 3d ed., prepared by Dorothy Peaslee Xydis. The Hague, Martinus Nijhoff, 1965.

English translations of constitutions of the nations of the world. Arranged by continents rather than alphabetically, the text also gives information about each nation and its organization.

B. STATUTES

1. *Federal Statutes*

The U.S. Congress enacts both Private and Public Laws. Private Laws affect specific individuals or groups; Public Laws are those which affect the general public. Laws passed by Congress are first published as slip laws, leaflets which present each law in its final, official form. The slip laws can be found in the Department of Government Publications under this classification number: GS 4.110. They are also published unofficially in U.S. Code Congressional and Administrative News (described on page 5). The slip laws, both Public and Private, for each session of Congress are permanently bound together in:

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Government Publications
GS 4.111

Statutes at Large. *Abbreviation:* Stat.

Includes concurrent resolutions, Proclamations of the President, Constitutional amendments, and reorganization plans, as well as Private and Public Laws. Each volume contains a list of bills enacted into law. Citations in the margins refer to sections of the U.S. Code or Statutes at Large affected by the new law.

The slip laws and Statutes at Large are presented in chronological order. For a subject approach to federal law, the user should consult the U.S. Code. The Code is arranged by subjects into 50 titles. Some of the titles have been enacted into law (those marked with an asterisk in a list at the front of each volume of the official edition). For the remaining titles, the relevant portions of the Statutes at Large are the primary legal authority. The official edition of the Code is:

Government Publications
Y4.J89/1
UN 3/3

United States Code. Washington, U.S.G.P.O.
Abbreviation: U.S.C.

Includes the texts of the Declaration of Independence, the Articles of Confederation, the Constitution, with an analytical index, and the Ordinance of 1787. There is a detailed table of contents for each title, as well as a general index for all 50 titles. An "Index of Acts Cited by Popular Names" refers the user to both Stat. and U.S.C. citations from the popular name. Tables show the location of Statutes, Executive Orders, Proclamations, and Reorganization Plans in the Code. A new edition of the Code appears approximately every 6 years; annual supplements update it until a new edition appears.

The library also has an annotated edition of the U.S. Code:

KF
62
U8
W4
Ref

United States Code Annotated. St. Paul, West Pub. Co.
Abbreviation: U.S.C.A.

Includes the basic text described above, as well as citations to relevant federal and state cases, Opinions of the Attorney General, and a legal encyclopedia, Corpus Juris Secundum. Historical notes, commentaries, and notes explaining changes in the law also accompany the U.S.C.A.. The historical notes indicate changes affected in federal regulations by statutory amendments--transfers of functions, etc.--and cite the affected section of the Federal Register.

A valuable accompaniment to these works containing federal law is:

KF
48
W4
Ref

U.S. Code Congressional and Administrative News.

The News provides verbatim copies of Public Laws, Congressional committee reports, Presidential Proclamations and Executive Orders, federal court rules, and administrative

rules and regulations. Issued twice monthly when Congress is in session, it is an unofficial source for the slip laws (as indicated above). The bound volumes include an alphabetical list of laws, House and Senate roster and committee lists, tables for reference to Stat. and U.S.C. and a subject index.

2. *California Statutes*

The statutes and codes of California follow the same general publication pattern as does federal legislation--paperbound issues; bound volumes of statutes; and codes. The official editions of California laws, however, are not as complete or up-to-date as are the editions prepared by private publishers; users can get more reliable and more current information from privately published codes and legislative services.

After bills have been passed in both houses of the California Legislature, signed by the governor, and filed with the Secretary of State, they are assigned Chapter numbers. The Chapters for each legislative session comprise the session statutes.

The official edition of the statutes passed by each session of the legislature is:

Government Publications
L325
(year)

Statutes of California and Digests of Measures.

Includes text of the California Constitution as amended with dates of changes, additions, and deletions; list of state and federal officers; tables of laws, resolutions, and proposed constitutional amendments giving Chapter number, bill number, and author; complete text of all statutes, code amendments, resolutions, and proposed constitutional amendments for the session; index to the statutes; and the Summary Digest (described below). During the legislative session, paperbound compilations of Chapters are published; they are shelved with the bound volumes in the Department of Government Publications.

For summaries of measures passed in a given session and updating of the Statutory Record (described below) consult:

Government Publications
L400
S85
(year)

Summary Digest of Statutes Enacted and Resolutions Adopted, Including Proposed Constitutional Amendments and Statutory Record. Compiled by Legislative Counsel, California Legislature.

Published both as a separate issue and, since 1967, as part of the Statutes of California and Digests of Measures. Gives a brief summary, arranged by Chapter numbers, of laws enacted and constitutional amendments and resolutions adopted. Cross reference tables refer users from bill or resolution number to Chapter number. Includes a

subject index. Another feature is the supplement to the Statutory Record (next entry), presenting all legislative changes since publication of the last Record volume.

To find changes in the laws of California, consult the Statutory Record and its supplements.

Statutory Record. (Not in library)

Government Publications
L325
SR

Supplements: 1933-48.
1949-58.
1959-68.

Provides a history of legislation from 1850 to the present. (The Summary Digest, as mentioned above, includes the record from 1969 to the most recent session.) Indicates sections of the law amended, added, supplemented, repealed, or superseded.

In addition to these official publications, the library subscribes to a privately published legislative service, which is more reliable for current information:

KFC
30
W4
Ref

West's California Legislative Service, supplementing West's Annotated California Codes. St. Paul, West Pub. Co.

Published eight times each legislative session. The first issue of the session lists the members, officers, and committees of the Senate and Assembly. Each issue presents the text of all new chapters and proposed constitutional amendments, tables of sections added, amended, and repealed for the codes and statutes, and a table of Senate and Assembly bills enacted into law. There is a cumulative index in each issue.

Codes

The California Statutes are organized by subject into twenty-seven codes, which have the following titles:

1. Agricultural
2. Business and Professions
3. Civil
4. Civil Procedure
5. Commercial
6. Corporations
7. Education
8. Elections
9. Evidence
10. Financial
11. Fish and Game
12. Government
13. Harbors and Navigation
14. Health and Safety
15. Insurance
16. Labor
17. Military and Veterans
18. Penal
19. Probate
20. Public Resources
21. Public Utilities
22. Revenue and Taxation
23. Street and Highways
24. Unemployment Insurance
25. Vehicle
26. Water
27. Welfare and Institutions

There is no official set containing all of the California codes; some of the codes are published separately by the State of California, Department of General Services, Documents Section. While the library receives these codes as a depository library (most of them are kept in the Department of Government Publications), the official codes are not as up-to-date or convenient to use as the unofficial codes in the Research and Reference Department.

Our annotated set of codes is:

KFC
30
W4
Ref

West's Annotated California Codes. St. Paul, West Pub. Co.

Includes all twenty-seven code titles. There is an overview and detailed table of contents, as well as an index, for each code. A six-volume general index covers the entire set. Annotations refer to law reviews, state and federal cases, Opinions of the Attorney General, and other sources. Library references lead the user to the Corpus Juris Secundum, digests, commission recommendations, and committee reports. Historical notes trace the development of the law. Cross-references lead to related laws; a disposition table leads from the old to the new edition of the code. There are also references to the California Administrative Code, which interprets and implements the code as it applies to specific circumstances. West's is updated by annual pocket parts and by cumulative pamphlets.

NOTE: When you find a case interpreting a section of the code, make sure that it is interpreting the code in its present form. For example, if you note that the code was amended in 1962 and the case cited is from 1955, you can assume that the case is interpreting the code in an earlier form.

The following sets of legal forms are keyed to the West codes:

KFC
68
W4
Ref

West's California Code Forms, with Practice Commentaries: Agricultural, Business and Professions, Elections, Fish and Game, Insurance, Labor, Public Utilities, Welfare and Institutions. Classified to and for use with West's Annotated California Codes. St. Paul, West Pub. Co.

KFC
68
W41
Ref

_____. Civil by D. H. Adams.

KFC
68
W42
1972
Ref

_____. Civil procedure, 2d ed., by G. H. Barnett.

KFC 68 W43 Ref — _____. Commercial, by C. J. Williams.

KFC 68 W44 Ref — _____. Education, Financial, Streets and Highways.

KFC 68 W45 Ref — _____. Probate, 2d ed., by J. M. Scott.
Appendices give the probate rules and policies for several counties.

KFC 68 W46 1969 Ref — _____. Revenue and Taxation, 2d ed., by A. K. Marshall.
Includes local tax forms for San Francisco, Los Angeles, San Diego, Sacramento, and Orange Counties.

KFC 750 A65 W4 Ref — _____. Government, by C. J. Williams and C. L. Hemmings.

These collections of code forms are numbered to correspond with sections of the code itself. They include suggestions for use in legal practice and references to the code, to court cases, and to law reviews and treatises. They are updated by annual pocket parts.

For an index to the laws of California, consult:

KFC 40 L37 (year) Ref — Larmac Index to the Constitution and Laws of California; a Complete Index Under One Alphabetical Listing to the Constitution and all Twenty-seven Codes and the General Laws, and Complete Text of California Rules of Court. San Francisco, Recorder Printing and Publishing Co.

Complete subject approach to the codes. Appendix gives text and index for the California Rules of Court.

C. ADMINISTRATIVE LAW

Administrative law is based on the principle of delegated authority. Since neither Congress nor the state legislatures can afford to spend the time needed to make rules concerning radio stations, tomato packers, restaurant licenses, and many other matters affecting our daily lives, the rule-making function is delegated to various administrative agencies. The powers of administrative agencies are, in all cases, based on laws passed by Congress or the state legislature.

1. *Federal Administrative Law*

The federal government includes a myriad of administrative agencies, all of which are constantly creating and revising rules governing the matters under their jurisdiction. For general information about each agency and its functions, consult:

Government Publications
GS4.109
(year)
or
JK
421
A3
(year)
Ref

U.S. Government Manual. (year) Washington, Office of the Federal Register. (Revised annually)

Describes each agency, giving organization charts for many. Indicates the statute and code section granting its authority, as well as any which have subsequently modified its functions. A roster indicates chief officers. Summarizes the agency's purposes and duties.

For a codification of federal administrative regulations, the user should consult:

Government Publications
GS4.108
(year)

Code of Federal Regulations. *Abbreviation:* C.F.R.

Consists of 50 titles, representing broad subject areas. The C.F.R. contains Executive Orders, Presidential Proclamations, and Reorganization Plans, as well as the regulations issued by federal agencies. The C.F.R. and Federal Register, in publishing a regulation, always cite the statutory authority (either U.S.C. or Stat.) under which it was produced. Each title is divided into chapters which generally bear the name of the issuing agency. The code is kept up to date by the Federal Register (described below). In addition to a general index and table of titles, chapters, and parts, the C.F.R. features the following finding aids:

a. Parallel Tables of Statutory Authorities and Rules--cites the U.S. Code section which authorizes the rule-making function of sections of the C.F.R.

b. Presidential documents included or cited in rules currently effective

c. Guide to Federal Register finding aids--helps user to locate regulations

d. Acts requiring publication in the Federal Register

e. Guide to record retention requirements.

The Code of Federal Regulations is a codification of the regulations originally appearing in:

Government Publications
GS4.107

Federal Register. *Abbreviation:* F.R.

The official organ publishing administrative rules and regulations of the federal government. Appears daily,

Tuesday through Saturday. You can update the Code of Federal Regulations by consulting the "List of C.F.R. Sections Affected" issued monthly and the "Cumulative List of Parts Affected" in the daily Federal Register (references are to page numbers in the F.R.). There is a semi-monthly index.

2. *California Administrative Law*

California's administrative regulations can be found in:

KFC
30
A1
A3
Ref

California Administrative Code.
Abbreviation: Cal. Adm. Code

The Code consists of twenty-five titles, classified into broad subject areas. It is in looseleaf format, updated by the California Administrative Register (issued weekly; kept in the Department of Government Publications). Notes enable the user to trace the history of a given regulation. In the notes for each regulation you will find both the name of the agency which has issued it and the statute or code which has authorized it. The Cal. Adm. Code includes an alphabetical listing of agencies whose regulations appear in it and references to the relevant sections of the Code.

Another type of administrative law is the opinions of attorneys general. Other state officials ask the attorney general for an opinion on a legal question which they have run across, and he comes to a decision on the matter. In his opinion he analyzes the point of law in question and interprets it, citing cases, codes, and prior opinions. These opinions are of considerable legal importance; those for California are published as:

On Order

California. Attorney General. Opinions. San Francisco, Matthew Bender, 1943-.
Abbreviation: Ops. Cal. Atty. Gen.

Published in annual bound volumes and monthly advance sheets. Each bound volume includes:

a. Table of contents
b. Tables of Opinions of the California Attorney General Cited
c. Tables of Cases Cited
d. Laws and Official Documents Cited

There is a subject index to the opinions contained in each volume at the end.

Each opinion gives the following information: its number, its subject; who requested and who gave the opinion; and the opinion, with analysis.

3. *Local Ordinances*

Love Library has the following collections of ordinances pertaining to the San Diego area:

JS 351 S3 Ref — San Diego Municipal Code.
Looseleaf format, with subject index. Indicates modifications in the code with their dates.

JS 414 S26 1960 Ref — San Diego County Code of Regulatory Ordinances.
Looseleaf format; indexed. Includes a cross-reference table leading from ordinance number to code section.

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II. CASE LAW

Case law is important in the United States because we have inherited the English tradition of common law. In common law, if the King or Parliament had not passed legislation pertinent to a case, prior decisions determined the action taken in the case. In our legal system, legislation is superior to case law--if Congress or the state legislature passes a statute, the courts cannot ignore it. However, the courts interpret statutes while considering the cases they try; and a supreme court, whether state or federal, can declare a statute under its authority unconstitutional.

Common law is distinct from the "civil law" prevalent in continental Europe, Latin America, and other areas. Civil law, influenced in its development by Roman law, is codified to a greater extent than are our laws. Decisions of earlier courts are not regarded as authority in deciding cases as in our system; the authority lies in the code itself.

State courts can try cases dealing with state law. They may also pass judgment on whether or not a state law violates the U.S. Constitution. When appealed, a case may ultimately go to the state supreme court; if there is a question of federal law, it may go to the U.S. Supreme Court. The federal courts generally try only questions of federal law. However, if the plaintiff and defendant in a case are residents of different states, the federal courts may generally try it.

A court, in giving its decision on a case, follows well-established procedures. In appellate cases, if the appeals court has not agreed with the decision of the lower court, you will frequently find these procedures followed:

Remanded - The trial court did not apply the correct law in the case, and the appeals court has sent the case back to the lower court for further action.

Reversed - The trial court did not apply the correct law, and the appeals court has voided the decision.

Overruled - A later decision, either in the same court or in the same system, has expressed a judgment contrary to the earlier one, making the earlier case invalid as precedent. This is not often done, because of the stare decisis principle.

Distinguished - The precedent established in an earlier case was not followed because the facts involved in the case were different. Courts often follow this procedure to avoid overruling the earlier case.

A. LAW REPORTS

A law report is "the production of an adequate record of a judicial decision on a point of law, in a case heard in open court, for the subsequent citation as a precedent." [1] "The purpose of a law report is the exposition of the law. It should show the parties, the nature of the pleadings, the essential facts, the arguments of Counsel, the decision, and the grounds for judgment." [2]

The parts of a law report are:

1. Its title, usually the plaintiff and defendant of the case (in that order).
2. Its docket number, which identifies it in the court while in progress.
3. A headnote or syllabus, which summarizes the points of law dealt with in the case.
4. The names of counsel (the lawyers serving on both sides of the case).
5. The opinion of the court.
6. The decision.

The opinion is the most important part of a report, since it explains why the court acted as it did. An opinion cites facts from the case in question, relevant statutes and regulations, and cases used as precedent. It points out errors in the argument of the losing party, while supporting the claims of the winning party. It is in the opinion that the court applies the general law to the specific circumstances of the case in question. For most cases, only one opinion is presented. However, concurring and dissenting justices may write their own opinions, either agreeing or disagreeing with the decision of the court. Per curiam and memorandum decisions are common in federal courts; these present a decision without an opinion, generally on either obvious or routine matters.

Both official and unofficial case reports are published. The unofficial reports, such as the National Reporter System, are generally published more promptly than are the official ones, such as U.S. Reports; in addition, they frequently offer such advantages as summaries, digest notes for points of law in the cases, and annotations. Many cases are reported both officially and unofficially, for example in official state reports and also in the National Reporter System.

A case is cited in the following way: volume number, abbreviation of the reporting publication with series number, if any, and page number. A typical citation is: 295 P2d 401. This means that the case would be found in volume 295, Pacific Reporter, second series, beginning on page 401. If you do not

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[1] Moran, The Heralds of the Law, London, Stevens, 1948, pp. 13-14; cited in Price and Bitner, Effective Legal Research, 3d ed., Boston, Little, Brown and Co., 1969, p. 114.

[2] Great Britain, Lord Chancellor's Department, Report of the Law Reporting Committee, London, H.M.S.O., 1940, p. 3; cited in Price and Bitner, pp. 114-115.

know the full title of the reporting publication which has been cited, use the table on page 46 of this study guide to find it. A more complete list of abbreviations can be found in many sources, including the Desk Book for American Jurisprudence 2d, pp. 494-534 (KF 154 A5 1962 Ref) and Appendix III of Price and Bitner, Effective Legal Research 3d ed., pp. 427-483 (KF 240 P7 1969 Ref).

1. Official case reports

a. *Federal Cases*

The U.S. Supreme Court has published official reports of its decisions since 1790:

Government Publications Ju6.8 — U.S. Supreme Court. Reports of decisions. (Also called United States Reports
Abbreviation: U.S.

The bound volume is considered the authoritative version of the report of any case. It includes a table of cases reported (by title), a table of cases cited, a table of statutes cited, and an index.

There are two preliminary versions of the United States Reports which are published prior to the appearance of the bound volumes:

Government Publications Ju6.8/a — Official Reports of the Supreme Court: Preliminary print.

These are paperbound issues, subject to revision. Each has a subject index and table of cases.

Government Publications Ju6.8/b — Slip Opinion.

The first official version of each case report, comparable to the slip laws of the U.S. Congress. Includes the docket number, title, date, and text of the opinion and decision.

The library has the official reports of one lower federal court, the U.S. Court of Claims:

Government Publications Ju3.9 — U.S. Court of Claims Reports.
Abbreviation: U.S. Ct. Cl.

Our holdings begin with volume 156 (1962). The reports include a list of judges and officers of the court, tables of cases and statutes cited, legislation relating to the Court of Claims, amendments to court rules, and court orders. The headnotes and index use the Key Number System (described in part 2a of this section, the National Reporter System). A cumulative index is published after approximately ten volumes have appeared.

b. *California Cases*

The official case reports for California are published on a contract basis by the Bancroft-Whitney Company, San Francisco, rather than by the state itself.

KFC
45
A22
Series 1-3
Ref

California Reports. 1850- (Reports of the California Supreme Court)
Abbreviation: Cal.

1st series: v. 1-220
2d series: v. 1-71
3d series: v. 1-

Includes names of judges, tables of cases reported, a table of cases not reported, and tables of cases, state statutes, and codes cited, as well as a subject index. Cal3d includes a summary of each case and headnotes classified to McKinney's Digest with the reports.

KFC
50
B3

California Appellate Reports. 1905- (Reports of the District Courts of Appeal)
Abbreviation: Cal. App.

1st series: v. 1-139
2d series: v. 1-276
3d series: v. 1-

Includes list of justices and court officers, table of cases, table of cases not reported, table of cases approved, disapproved, criticized, and distinguished, and tables of citations to cases and the California constitution, statutes, and codes. Each volume includes reports of cases determined in the Appellate Departments of the Superior Court and a subject index. Like Cal3d reports, those in Cal. App. 3d include headnotes classified to McKinney's Digest and a summary.

NOTE: OUR HOLDINGS OF CAL. AND CAL. APP. GO THROUGH 1971.

In addition to these major sets of official reports, the library has:

KFC
50
R6
Ref

California Unreported Cases; being those decisions determined in the Supreme Court and the District Courts of Appeal of the State of California, but not officially reported, with annotations showing their present value as authority. San Francisco, Bender-Moss Co., 1913.
Abbreviation: Cal. Unrep.

Volume 7 includes a digest and table of cases.

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2. Unofficial case reports

a. The National Reporter System

The National Reporter System (NRS) is published by West Publishing Company, St. Paul, Minnesota. With four units covering federal courts and nine covering state courts, it offers extensive coverage of American case law. An important feature of West's legal publications is the Key Number classification system, explained in more detail in part B, "Digests," of this section. The Key Number system is used to index the cases reported in the NRS in considerable detail. Other useful features of the NRS are tables of cases, tables of statutes and rules construed, and "Words and Phrases," a section indexing terms defined by the courts in the opinions reported. The "advance sheets" which supplement NRS reporters include a section called "Judicial Highlights," which presents current decisions considered to be particularly significant. Each case report in an NRS reporter has the following format:

1. Title of the case (plaintiff-defendant).
2. Docket number.
3. Name of court and date.
4. Summary of case and decision.
5. Key Numbered headnotes analyzing the points of law involved in the case.
6. Names of counsel representing both sides of the case.
7. The opinion, with paragraphs numbered to correspond with the headnotes. The opinion in this way elaborates upon the points of law presented in the headnotes.
8. Decision.

The NRS provides coverage of federal case law in Supreme Court Reporter, Federal Reporter, Federal Supplement, and Federal Rules Decisions. The descriptions which follow indicate current coverage of the courts by the various reporters; the reports of some courts, such as the U.S. District Courts, have been shifted from one reporter to another at various times. (For more information on this matter, consult West's Law Finder [KFC 30 Ref].)

KF
101
S8
Ref

Supreme Court Reporter. 1882-
Coverage: from 106 U.S. to present
Abbreviation: S.Ct.

Gives names of Justices and their assignments to the Federal Judicial Circuits and cross-reference tables from U.S. Reports to S.Ct. Also includes a summary of the term covered by each volume and its activities in the major areas of law, with analyses of important cases. The S.Ct. is supplemented by an "advance sheet" which contains a table of cases in each issue, and cumulative tables of cases reported, statutes construed, court rules, and ABA Standards for Criminal Justice cited. The "advance sheet" has a cumulative Key Number digest for the cases included.

NOTE: S.Ct. began coverage with 106 U.S.. In order to provide users with a complete set of unofficial Supreme Court reports, the library's reference section includes volumes 1-26 of:

KF 101 L3 Ref — U.S. Supreme Court Reports, Lawyers' Edition. Rochester, N.Y., Lawyers Co-operative Pub.Co.
Abbreviation: L.Ed.

KF 8754 A5 F4 — Federal Reporter. 1880-
Abbreviation: F.

The latest volumes present reports of the following courts: U.S. Courts of Appeals, U.S. Court of Claims, U.S. Court of Customs and Patent Appeals, and Temporary Emergency Court of Appeals.

1st series: v. 1-297
2d series: v. 1-

Each volume includes a map showing the eleven federal judicial circuits, a words and phrases section, and the following tables:

1. Judges.
2. Cases reported.
3. Cases reported by circuits.
4. Statutes construed.
5. Federal rules of civil, criminal, and appellate procedure.

There is a Key Number digest at the end of each volume which provides subject indexing for the cases included. The "advance sheet" for F. contains essentially the same finding aids as does the one for S.Ct.; however, the tables and digest in F. are not cumulative as are the ones in S.Ct..

KF 120 W4 Ref — Federal Supplement. 1932-
Abbreviation: F. Supp.

The most recent volumes cover the U.S. District Courts, the U.S. Customs Courts, and the Judicial Panel on Multi-district Litigation.

The format of F. Supp. and its supplementary "advance sheet" is similar to that of F.

The fourth NRS publication covering federal case law, Federal Rules Decisions, is not in the Love Library collection.

West Publishing Company publishes case reports from all states in the remaining nine reporters of the NRS. The titles of the reporters and the states they include are:

Atlantic Reporter: Maine, New Hampshire, Vermont, Connecticut, Rhode Island, New Jersey, Pennsylvania, Maryland, Delaware
New York Supplement: New York
North Eastern Reporter: Massachusetts, New York, Ohio, Indiana, Illinois
North Western Reporter: North Dakota, South Dakota, Minnesota, Wisconsin, Michigan, Iowa, Nebraska
Pacific Reporter: Alaska, Hawaii, California, Oregon, Washington Idaho, Montana, Wyoming, Nevada, Utah, Colorado, Arizona, New Mexico, Kansas, Oklahoma
South Eastern Reporter: Georgia, South Carolina, North Carolina, Virginia, West Virginia
South Western Reporter: Texas, Arkansas, Missouri, Kentucky, Tennessee
Southern Reporter: Louisiana, Mississippi, Alabama, Florida
West's California Reporter: California

All state appellate court decisions are reported in full, as are many decisions which do not appear in official state reports.

Love Library subscribes to Pacific Reporter and West's California Reporter:

KF
135
P2

Pacific Reporter. 1883-
Abbreviation: P

1st series: v. 1-300
2d series: v. 1-

Each bound volume includes "Words and Phrases," a Key Number digest for the contents of the volume, and the following tables:

1. Judges
2. Cases reported.
3. Cases reported by states.
4. Statutes construed (both federal and state).

The "advance sheet" in Love Library is the California Edition. It includes the following reference tables and finding aids:

1. Summary of cases accepted for hearing by the California Supreme Court.

2. Supplement to the California Rehearing, Hearing, and Republication Table (described on page 33 of this study guide).

3. Parallel citation tables leading from California Reporter to the official reports (Cal. and Cal. App.).

4. Parallel citation tables leading from Pacific Reporter to the official reports (Cal.).

5. Reporter references, leading from the official reports to the Pacific and California Reporters.

(NOTE: Items 3, 4, and 5 enable the user to find the official citation from the unofficial, and vice versa.)

6. Cases reported by state.

7. Federal Rules of Criminal and Civil Procedure.

8. American Bar Association Standards for Criminal Justice cited.

There is also a "Words and Phrases" section, and a Key Number digest for indexing.

Since 1960, the Pacific Reporter has included only California Supreme Court reports. For complete coverage of California appellate cases use:

KFC
40
W42
Ref

West's California Reporter. 1960-
Abbreviation: Cal. Rptr.

Includes cases from the Supreme Court, the District Courts of Appeal, and the Appellate Department, Superior Court.

The format of the reporter is similar to that of the Pacific Reporter, and the first five items in the list of finding aids for the Pacific Reporter "advance sheet" are also published in the California Reporter "advance sheet."

Love Library has old issues of three other NRS reporters:

KF
135
N61

North Western Reporter. 1883-
Abbreviation: NW.

The library has volumes 1-158; coverage ends in 1916.

KF
135
S61

South Eastern Reporter. 1887-
Abbreviation: SE.

The library has volumes 1-89 (through 1916).

KF
135
S81

Southern Reporter. 1887-
Abbreviation: So.

The library has volumes 1-71 (through 1916).

For more information about the National Reporter System, consult West's Law Finder.

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b. American Law Reports

While the National Reporter System provides comprehensive coverage of American case law, the American Law Reports, published by Bancroft-Whitney Co., San Francisco, is a selective case report service. There are no advance sheets for the ALR, since the emphasis of the service is on legal analysis rather than on current reporting. The ALR can be regarded, in a sense, as a supplement to legal encyclopedias; the cases which are selected generally lend themselves to lengthy consideration of some aspect of law. ALR began publication in 1919. Although in the early days of the service annotations were sometimes either brief or nonexistent, in the later volumes the annotations are so extensive that they themselves are summarized, as are the topics in a legal encyclopedia. (Encyclopedias are described in section II-E of this study guide.) ALR is virtually a self-sufficient system of law books; it provides indexing, digesting, and updating as well as case reports and annotations. The ALR is one component of the publisher's "Total Client Service Library®," a system of law sets which supplement and refer to one another. (Others in the set include the law encyclopedias American Jurisprudence 2d, California Jurisprudence 2d, and several of the special aids described in section II-F of this study guide.) While much of this material is primarily of use to practicing lawyers, the nonprofessional user of the law sets will find some of these cross-references valuable.

The basic units of ALR are, of course, the sets of annotated reports:

KF 132 A67 — American Law Reports Annotated.
Abbreviation: ALR

1st series: v. 1-175

The report of each case included gives its original citation and summary of the question of law involved. The annotations, if present, discuss related cases. Each volume has a table of cases reported.

KF 132 A68 — American Law Reports Annotated, second series.
Abbreviation: ALR2d

2d series: v. 1-100

Each volume has a subject table for its annotations, which includes a brief description of the case from which each annotation arises. There is also a table of cases in each volume. The presentation of each case has the following format:

1. Name and original citation (or citations) of the case.
2. Summary of the decision.
3. Subject of the annotation.
4. Headnotes classified to ALR digests and references to American Jurisprudence (a law encyclopedia described on page 36 of this study guide).
5. Summary of briefs of counsel on both sides of the case.
6. The court's opinion, with points of law keyed to the headnotes.

7. An outline and index for the annotation.
8. The annotation itself, which is actually a lengthy treatment of one of the points of law raised in the case. The annotation is well documented, with references to both cases and statutes.

KF 132 A69 — American Law Reports, ALR3d; cases and annotations.
Abbreviation: ALR3d

3d series: v. 1-

The contents of each report and annotation is nearly identical to that of ALR3d; the physical format has been changed slightly for greater clarity. Some new features are references to related annotations in the introduction to an annotation, and practice pointers and problems (the last two items are, of course, primarily of importance to lawyers). Updated by pocket parts which present relevant subsequent cases.

For key word access to the text of the annotations use:

KF 132 A673 — American Law Reports: Complete word index to annotations. (Covers vol. 1-175, ALR)

Use the index in conjunction with the ALR Permanent Digest (described on this page.) The numbers at the end of the line indicate the volume and page of ALR.

KF 132 A683 — American Law Reports, Annotated, second series: Word Index to Annotations.

For a topical approach to ALR material, the digests can be consulted:

KF 132 A672 — Permanent Digest of American Law Reports Annotated, covering volumes 1-175 ALR.

Format is typical for digests, described in section II-C of this study guide. Each topic begins with a scope note and cross-references, and the summaries of points of law usually begin with generalities and move to more specific points. A list of digest titles in each volume includes cross-references. The text makes frequent references to American Jurisprudence. Volume 12 presents a table of cases for the entire first series of ALR, v. 1-175.

KF 132 A682 — American Law Reports. ALR 2d 1-100 Digest: Cases and Annotations.

Provides digest coverage for the second series. Volume 7 includes a table of cases digested, with defendant-plaintiff cross-references.

Subject approach to ALR is also provided by the Quick Index, which combines features of the word index and the digest. It combines the fact word and legal topic approaches to the cases and annotations, and gives many cross-references.

KF 132 A67 Index — American Law Reports. ALR First Series Quick Index, covering volumes 1-175.

KF 132 A68 Index — American Law Reports; ALR 2d and 3d Quick Index, covering volumes 1-100, ALR 2d, 1-50 ALR 3d.

Includes references to ALR Federal (described on page 24) annotations. There is a table of cases reported, with cross-references from the defendant's name. An annotation history table indicates the later citation for ALR annotations which were supplemented or superseded by subsequent annotations. The front pocket of the Quick Index contains a supplement which provides coverage for 51 ALR3d and the following volumes and a supplement to the annotation history table.

ARL annotations are updated by:

KF 132 A677 — American Law Reports. Blue Book of Supplemental Decisions for Annotations in the American Law Reports, volumes 1-175.

Arranged in citation order (volume-page) in which annotations appear in ALR. If there are no entries, this means that there are no new cases in point. Also indicates annotations which are supplemented or superseded by subsequent annotations in ALR, ALR2d, or ALR3d. Since the set is not cumulative, it is necessary to check each volume and all supplements in search of new cases.

KF 132 A686 — American Law Reports, second series. Later Case Service; Supplemental Cases Analyzed and Classified.

While the Blue Book merely indicates citations for later cases, the Later Case Service arranges entries in digest format, summarizing as well as citing cases. This saves the user a lot of time, since he need not look up every case cited to determine whether or not it suits his purposes. Each volume of Later Case Service covers specific volumes of ALR2d, so it is not necessary to consult every volume to update the case in question. Pocket parts supplement and update the bound volumes.

ARL3d is updated by pocket parts in the back of each volume. The pocket parts point out related annotations in later volumes as well as later cases supplementing or modifying the cases annotated within the volume.

In 1969, Bancroft-Whitney began publication of a new ALR series, which deals exclusively with federal law:

KF 132 A692 — American Law Reports. ALR Federal: Cases and Annotations.
Abbreviation: ALR Fed.

ALR Federal follows the same format as does ALR3d. For each case the entry includes:

1. Identification of the case (name and citations).
2. Summary of decision.
3. Subject of annotation.
4. Headnotes.
5. Briefs of counsel.
6. Opinion of the court.
7. Outlined and indexed annotation.
8. References to other units of the "Total Client-Service Library®".

ALR Fed. reports leading decisions of the federal courts. The annotation following each decision discusses all federal law on the legal question, including pertinent statutes, rules, and regulations. Like ALR3d, ALR Fed. is kept up to date by pocket parts.

Indexing to ALR Fed is provided by:

KF 132 F4 — Federal Quick Index to the Total Client Service Library, Indexing ALR Federal, ALR, U.S. L. Ed., Am. Jur. 2d, Forms, Proof of Facts, Trials.

Like the other quick indexes for ALR, this one combines the key-word and digest-topic approaches to the material. It indexes all federal law in the tools named in the title. A pocket supplement in the front of the volume updates it.

c. Other unofficial case reports

Love Library has partial holdings of some older selective reporters, which are now mainly of historical interest. The first three are known as the "Trinity Series":

KF 132 A52 — American Reports, Containing all Decisions of General Interest Decided in the Courts of Last Resort of the Several States, with Notes and References. San Francisco, Bancroft-Whitney Co.
Abbreviation: Am.R.

American Reports was published in sixty volumes, from 1869-1887.

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KF 132 A5 — American Decisions; Containing the Cases of General Value and Authority Decided in the Courts of the Several States from the Earliest Issue of the State Reports to the Year 1869. San Francisco, Bancroft-Whitney Co.
Abbreviation: Am. Dec.

These reports were published in one hundred volumes, covering reports of cases prior to 1869.

KF 132 A53 — American State Reports; Containing the Cases of General Value and Authority Subsequent to those Contained in the American Decisions and the American Reports Decided in the Courts of Last Resort of the Several States. San Francisco, Bancroft-Whitney Co.
Abbreviation: Am. St. R.

Published in 104 volumes, 1887-1911.

The other early set of selected reports in the library is:

KF 132 A65 — American and English Annotated Cases, Containing the Important Cases Selected from the Current American Canadian, and English Reports. Northport, L.I., N.Y., E. Thompson Co.
Abbreviation: Am. & Eng. Ann. Cas.

These were published in twenty-one volumes, 1906-1911.

This set merged into:

KF 132 A65 — Annotated Cases, American and English (American Annotated Cases).
Abbreviation: Ann. Cas. or Am. Ann. Cas.

Published in thirty-two volumes, 1912-1918.

B. FINDING AIDS FOR LAW REPORTS

There are several tools which can be used to obtain citations, cross-references, and additional information about law reports when the user has an incomplete reference.

If you have a popular name, but neither the official name of the case nor its citation:

KF 90 S4 Ref — Shepard's Acts and Cases by Popular Names, Federal and State. Colorado Springs, Colo., Shepard's Citations Inc.

Volume I covers acts and cases to January, 1968; paperbound supplements provide coverage after that date. Section I refers the user to the U.S. Code, U.S. Statutes at Large, or state statutes from the popular name of the legislative act. Section II refers from the popular name of a federal or state case to the citation in a law reporter where the case can be found.

If you need to find the circuit number for a federal case:

KF 105.2 S417 Ref — Shepard's Federal Circuit Table. Colorado Springs, Colo., Shepard's Citations, Inc.

Identifies the circuit or district of origin for any case reported in Federal Reporter, 2d series, or Federal Supplement since 1960. Updated by paperbound supplements.

If you have only the docket number for a Supreme Court case, and need its name:

KF 132.1 U53 Ref — Bureau of National Affairs, Inc. United States Law Week. Washington. (Described in more detail on page 40)

The Supreme Court section indicates cases docketed, or filed, in the Supreme Court, in docket number order, and the index includes a docket number table. If the user has only a docket number, he can use either current or past issues of Law Week to find more information about his case.

If you have the official citation for a California case and need the unofficial, or vice versa:

KFC 39 C3 Ref — California Blue and White Book. St. Paul, West Pub. Co.

Refers the user to the Pacific and California Reporters from the official reports, and vice versa. The blue section leads from the official reports to the unofficial; the white section does the reverse. This tool is updated by the parallel citation tables in the California Reporter "advance sheet."

C. DIGESTS

Since case reports are published in chronological rather than in classified order, the user cannot get subject indexing directly from the reports themselves. Instead, digests provide the subject approach to law cases. Digests are arranged by legal topics, such as Account, Covenants, Fraud, or Negligence. For each topic, the digest section generally includes the following:

1. A scope note, indicating subjects included and excluded.
2. Cross-references to other topics.
3. An analysis, or overview, of the topic.
4. An outline of the topic.
5. The text of the digest, consisting of summaries of points of law from individual case reports, arranged according to the outline.

Digests usually include a subject index and a table of cases. The individual entries in the text generally give the following information:

1. Jurisdiction and date.
2. The code or statute being interpreted, if any.
3. The court's rulings on the point of law.
4. The title and all available citations for the case.

Although digests are arranged by broad legal topics, most of them have descriptive-word indexes leading from more specific terms into the text of the digest. For example, imagine that you wanted cases dealing with barbiturates. While there is no digest topic entitled "Barbiturates," by looking up "barbiturates" in the descriptive-word index, you will find references to digest topics which include cases dealing with these drugs.

Most of the digests in Love Library are published by West Publishing Company, and follow the Key Number classification system. In the Key Number system, case law is divided and subdivided so that points of law dealing with similar issues are grouped together. There are seven main Key Number headings:

1. Persons
2. Property
3. Contracts
4. Torts
5. Crimes
6. Remedies
7. Government

These main headings are divided into over thirty subheadings, which are in turn broken down into more than four hundred digest topics. For example, at the present time heading number three, Contracts, is broken down into the following subheadings and digest topics:

CONTRACTS

(Subheading)	Nature, Requisites, and Incidents of Agreements in General
(Digest Topics)	Contracts Customs and Usages Frauds, Statute of Interest Usury
(Subheading)	Particular Classes of Agreements
(Digest Topics)	Bailment Bills and Notes Bonds Breach of Marriage Promise Champerty and Maintenance Compositions with Creditors Compromise and Settlement Covenants Depositaries Exchange of Property Gaming Guaranty * Indemnity (Analyzed in detail below) Joint Adventures Lotteries Principal and Surety Rewards Sales Subscriptions Vendor and Purchaser

(Subheading) Particular Classes of Implied or Constructive Contracts or Quasi-Contracts

(Digest Topics)
Account Stated
Contribution
Money Lent
Money Paid
Money Received
Use and Occupation
Work and Labor

(Subheading) Particular Modes of Discharging Contracts

(Digest Topics)
Novation
Payment
Release
Subrogation
Tender

The digest topics are arranged in alphabetical order throughout the text, without reference to the headings or subheadings under which they are classed in the Key Number system.

Each digest topic is analyzed and outlined, and a Key Number is assigned to each point of the outline. For example, if you look at the analysis and outline for the digest topic "Indemnity," you will see the following analysis and assignment of key numbers:

1. Nature of obligation.
2. Requisites and validity of contracts.
3. _____ In general.
4. _____ Bonds of indemnity.
5. Construction and operation of contracts.
6. _____ In general.
7. _____ Parties.
8. _____ Subject-matter.
9. _____ Scope and extent of liability.
   (1) In general.
   (2) Expenses, attorney's fees, interests, and profits.
10. _____ Notice to indemnitor.
11. _____ Accrual of liability.
12. Discharge of indemnitor.
13. Implied contracts.
   (1) Right of one compelled to pay to indemnity from person primarily liable.
   (2) Joint tort-feasors, or parties in pari delicto.
   (3) Scope and extent of liability.
   (4) Notice.
14. Conclusiveness of former adjudication in action against indemnitor or indemnitee.
15. Actions on contracts.
   (1) Form of remedy.
   (2) Persons entitled to sue and parties.
   (3) Conditions precedent.
   (4) Defenses.

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(5) Time to sue.
(6) Pleading.
(7) Evidence.
(8) Instructions.
(9) Questions for jury.
(9-1/2) Verdict and findings.
(10) Judgment and enforcement thereof.
(11) Review.

16. Rights and remedies of indemnitor.

The analysis for some topics is brief; that for others, such as "Contracts" or "Usury," covers several pages. Still, each point of law has its own unique number, which can be followed through all Key Number publications. For example, if a person wanted to find law cases concerning indemnity in implied contracts, he would use Indemnity ⇦ 13 and its subdivisions. As an illustration, by following Indemnity ⇦ 13(3) through West digests and their supplements, you could find law cases dealing with "the scope and extent of indemnity liability in implied contracts."

The Key Number classification is consistent throughout the West digests; you would use the same topic name and number for the same point of law in any of them. If you take your search back several years, you might find that the scope and analysis of a topic have changed somewhat, but the introduction and scope note for the digest topic will help you to find the appropriate number. In some cases, digest coverage of a topic may have expanded so much from one edition to the next that it is necessary to use the descriptive-word index to find an appropriate Key Number.

You will notice that the headnotes summarizing the points of law in National Reporter System case reports include the Key Number classification which is subsequently entered into the appropriate digests. As noted in the description of the National Reporter System in Section A, the index for each volume and "advance sheet" for the reporters is in the form of a Key Number digest.

Love Library has the following West digests:

The American Digest System

This is the most comprehensive of our library's digests, covering appellate cases from both federal and state courts from 1658 to the present. Cases within a Key Number are arranged by jurisdiction and date, in descending order of court rank. U.S. Supreme Court cases are given first, then Courts of appeals and federal district courts cases. State court cases follow, arranged alphabetically by state. The time periods covered by the various units of American Digest are as follows:

1658-1896 Century Edition

1897-1906 First Decennial

1906-1916 Second Decennial

1916-1926 Third Decennial

1926-1936 Fourth Decennial

1936-1946 Fifth Decennial

1946-1956 Sixth Decennial

1956-1966 Seventh Decennial

1966-date West's General Digest, Fourth Series

KF 141 A25 Ref — American Digest, Century Edition. A Complete Digest of all Reported American Cases from the Earliest Times to 1896.
Abbreviation: Cent. Dig.

This, the earliest unit of American Digest, does not use the Key Number system common to all of the other units. However, it is arranged in titles, or topics, each with scope notes, analyses, and cross-references to related titles. There is a subject index in volume 50. The Century Edition has no table of cases; the table in the first decennial is a combined table of cases for the first two digest units. At the front of each volume, there is a list of the topics covered in the volume.

KF 141 A26 Ref — 1906 Decennial Edition of the American Digest; a Complete Digest of all Reported Cases from 1897 to 1906.
Abbreviation: 1st Dec. Dig.

This is the first unit of the American Digest to use the Key Number system. There are tables in this and in the Second Decennial giving Century Digest sections and corresponding Key Numbers, so that users can refer back and forth from the two classification schemes. The table of cases, volumes 1-25, covers both the Century Edition and the First Decennial. It gives the title, jurisdiction, and case report citation for each case, as well as all references to it in the digests. A list of the digest topics included is at the front of each volume.

KF 141 A27 Ref — Second Decennial Edition of the American Digest; a Complete Digest of all Reported Cases from 1906 to 1916.
Abbreviation: 2d Dec. Dig.

Like the first decennial, this unit presents Century Edition sections with corresponding Key Numbers. The table of cases in volume 24 includes an index of popular names of cases.

There is a combined subject index for the First and Second Decennials.

KF 141 A282 &Supp. Ref — Descriptive-Word Index to the First and Second Decennial Digests; a Means of Finding the Authorities in Point Through the Words Descriptive of the Legal Principles or of the Facts of the Case.

References are to topics and key numbers.

KF 141 A28 Ref — Third Decennial Edition of the American Digest; a Complete Digest of all Reported Cases from 1916 to 1926.
Abbreviation: 3d Dec. Dig.

Volume 29 includes a complete table of cases digested, and popular name titles of cases.

KF 141 A29 Ref — Fourth Decennial Digest, a Complete Digest of all Decisions of the State and Federal Courts as Reported in the National Reporter System and the State Reports, 1926 to 1936.
Abbreviation: 4th Dec. Dig.

Each volume contains a list of digest topics. Volume 34 includes the tables of cases and popular name titles.

The descriptive-word index is also combined for the Third and Fourth Decennials:

KF 141 A282 Supp.2 Ref — Descriptive-Word Index, Covering the Third and Fourth Decennial Digests.

Includes a list of digest topics and their abbreviations.

KF 141 A3 Ref — Fifth Decennial Digest; a Complete Digest of all Decisions of the State and Federal Courts as Reported in the National Reporter System and the State Reports, 1936-46.
Abbreviation: 5th Dec. Dig.

Each volume includes a list of digest topics. Volumes 48-49 include tables of cases and popular name titles for cases, and tables for the revised titles 18 and 28 of the U.S. Code. (Title 18: Crimes and Criminal Procedure. Title 28: Judiciary and Judicial Procedure.) The descriptive-word index is in volumes 50-52.

KF 141 A31 Ref — Sixth Decennial Digest, 1946-56; a Complete Digest of all Decisions of the State and Federal Courts as Reported in the National Reporter System and the State Reports.
Abbreviation: 6th Dec. Dig.

Volumes 33-34: Descriptive-word index.
Volumes 35-36: Tables of cases and popular name titles.
Each volume includes a list of digest topics.

KF 141 A32 Ref — Seventh Decennial Digest, 1956-66; a Complete Digest of all Decisions of the State and Federal Courts as Reported in the National Reporter System and the State Reports.
Abbreviation: 7th Dec. Dig.

Volumes 35-36: Descriptive-word index.
Volumes 37-38: Tables of cases and popular name titles. The table of cases includes the subsequent history of each case. Later case history information can be found in the "Table of Cases Affirmed, Reversed, or Modified" in the General Digest, Fourth Series.

Each volume of the digest has a list of digest topics in the front section.

KF 141 W4 Ref — West's General Digest, Fourth Series; a Digest of all Current Decisions of the American Courts as Reported in the National Reporter System and Other Standard Reports; Continuing the Seventh Decennial Digest. 1967-
Abbreviation: Gen. Dig. 4th

Each volume has a table of cases; there is a descriptive word index for every ten volumes, which includes a table of cases affirmed, reversed, or modified by the cases in the digest. The digest, index, and tables are kept current by paperbound supplements.

In addition to the American Digest system, Love Library has West's Supreme Court and California Digests. Since these are similar in principle and format to the American Digest, the descriptions of them will be brief.

KF
101.1
W4
Ref

U.S. Supreme Court Digest, 1754 to Date; Covering every Decision of the Supreme Court of the United States from Earliest Times to Date.
Abbreviation: S. Ct. Dig.

Like the American Digest, Supreme Court Digest uses the Key Number system to classify and analyze the law. The descriptive-word index is in volumes 1, 1A, and 1B; the table of cases is in volume 14. Volume 15 contains a defendant-plaintiff table, a "words and phrases" section (including references to the cases in which terminology is interpreted), and a popular name table. The Supreme Court Digest is kept current by cumulative annual pocket parts at the back of each volume.

KFC
42
W47
Ref

West's California Digest, Covering Cases from State and Federal Courts.
Abbreviation: Cal. Dig.

Covers cases from 1850 to the present time. This Key Number digest covers all California cases in both official and unofficial reporters, and digests Opinions of the Attorney General of California and articles from law reviews. Its useful features include:

1. The descriptive-word index, volumes 1-3 and Cumulative Supplement.
2. Table of cases, volumes 47, 47A, 48 and 48A.
3. Table of Opinions of the Attorney General digested, volume 48A.
4. Table of law reviews digested, volume 48A.
5. Defendant-plaintiff table of cases, volumes 49 and 49A.
6. Words and phrases, volume 50.

The digest is supplemented by annual pocket parts, and updated weekly by the digest in the West's California Reporter "advance sheets." In addition, a paperbound supplement appears in mid-year to cumulate the "advance sheet" digests.

D. DETERMINING THE VALUE OF A CASE AS PRECEDENT

When a lawyer finds a "case in point" to use in his argument, he has not completed his research. He must determine whether or not the case still has value as legal precedent. As a non-professional user of law books, you should also follow your case through appropriate reference sources to make sure that the decision has the same meaning now as it did when handed down. As you will notice in the discussion of citators which follows, it is also possible to evaluate statutes in this way. There are several ways of determining how a case has fared in later courts:

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1. Digest tables, for example the "Table of Cases Affirmed, Reversed, or Modified" in American Digest (described on page 31).

2. Updating services, such as the ones for the various units of American Law Reports (described on page 21).

3. Rehearing tables, such as:

KFC 39 C31 Ref — California Hearing and Rehearing Table, Covering all Cases of the Supreme and the District Courts of Appeal Reported in Pacific Reporter, Beginning With Volume 248, and West's California Reporter, in Which There Has Been a Subsequent Proceeding by the State Courts or by the Supreme Court of the United States. St. Paul, West Pub. Co.

This table is supplemented weekly by a cumulative table in the "advance sheet" for Pacific and California Reporters. To use the table:

a. Find the volume and page numbers of your citation in the table.

b. This refers you to the reporter, volume, and page where further proceedings in the case are reported.

c. If a review has been granted, but the proceedings are not yet reported, the reference will merely indicate "granted." If this is the case, you will need to search the "advance sheets" until you find the proceedings reported.

4. Citators.

Citators can be used to determine the current status of statutory as well as case law. Legal materials refer to and from one another constantly, and the citator is a record of these cross-references. A statute is often modified by further legislative action or cited, upheld, or declared invalid by a court; the principles involved in a court case are similarly cited, upheld, or modified. Citators are tools created expressly to help users keep abreast of these cross-references and changes.

Shepard's Citations, Inc., of Colorado Springs, Colorado, is so prominent in the publication of citators that lawyers refer to using a citator as "Shepardizing." Shepard's publishes a citator for each state, for each National Reporter System Reporter, for the U.S. Supreme Court and the U.S. Statutes, and for the federal courts, as well as a number of specialized citators.

Using citators for case law

The "cited" case is the one being Shepardized--that is, it is the one whose validity you are attempting to determine. The "citing" case is the one referring back to the case being Shepardized. To use a Shepard's citator:

1. Find the volume covering the case reporter which contains your citation.

2. Turn to the section for your volume.

3. Find the page number, in boldface type in the text, of your citation.

4. Beneath the page number you will find references to your case. These can be cross-references to other reports of the same case, indications of appeals of the case, or citations of the case by later cases. Citators also indicate references to a case by legal periodicals and other sources.

A series of abbreviations, explained at the front of each citator volume, indicates the action taken by the later court--"d" means "distinguished," "a" means "affirmed," "r" means "reversed," etc. If there is an upper-case number beside the reporter abbreviation--for example, 139 F.S.^{4} 615--this indicates that just one of the points of law from your case was involved. (In the example cited, it would be point 4, since the citation is to F.S.^{4}.) If there is no such number, this means that the case as a whole was cited.

Using citators for statutory law

Federal and state legislation, as well as case law, can be Shepardized. By using the appropriate citator for a given statute, you can find both subsequent legislation which may have affected it and court cases which have applied or interpreted it. The "Tables of Statutes Construed" in West's National Reporter System reporters, and the annotations and supplements for U.S. Code Annotated and West's Annotated California Codes, also serve as citators for statutory law.

Love Library has the following Shepard's citators for major law sets:

KF 105.2 S5 Cases Ref — Shepard's United States Citations: Cases.

Covers the official U.S. Supreme Court Reports, and the unofficial Lawyer's Edition and Supreme Court Reporter. There are presently four bound volumes, plus paperbound supplements and advance sheets.

KF 105.2 S5 Statutes Ref — Shepard's United States Citations: Statutes.

Covers the U.S. Constitution, the U.S. Code, the U.S. Statutes at Large, U.S. treaties and other international agreements, and court rules for the federal courts. Currently there is one bound volume, kept up to date by paperbound supplements and advance sheets.

KF 105.2 S53 Ref — Shepard's Federal Citations; a Compilation of Citations to U.S. Lower Court Cases.

There are four bound volumes at present, which cover federal cases in this manner:

Volume 1: Federal Cases
Federal Reporter, volumes 1-300

Volume 2: Federal Reporter, 2d series, v. 1-200

Volume 3: Federal Reporter, 2d series, v. 201-300

Volume 4: Federal Supplement

Federal Rules Decisions

Devereux's Reports

Court of Claims Reports

Like the U.S. Citations, Federal Citations is updated by paperbound supplements and advance sheets.

KFC
47.2
S52
Ref

Shepard's California Citations.

The case edition consists of three volumes:

Volume 1: Supreme Court Reports

Volume 2: Appellate and Miscellaneous Reports

Volume 3: California Reporter; California cases in Pacific Reporter

Volume 4: Statutes edition. It Shepardizes the state Constitution, Codes, Statutes, Ordinances, Charters, and court rules. Updated by paperbound supplements and advance sheets.

E. REFERENCE WORKS

1. Dictionaries

Precise terminology is of great importance in the field of law; frequently the outcome of a case depends upon interpretation of a word or phrase. Yet legal materials--statutes, regulations, case reports--are often written in language which complete mystifies the uninitiated user. Legal terminology is a curious combination of English, Latin, French, and Spanish words, many of which have taken on special meaning within the context of the law. In order to know exactly what is meant by a legal document, the user must often refer to a law dictionary. Love Library has three legal dictionaries:

KF
13
B43
1957
Ref

Black, Henry Campbell. Black's Law Dictionary; Definitions of the Terms and Phrases of American and English Jurisprudence, Ancient and Modern, with Guide to Pronunciation, 4th ed. St. Paul, West Pub. Co., 1957.

Definitions range in length from a paragraph to a page or two. If there are several nuances to a word or phrase they are all given, with citations to cases and other authorities when appropriate.

KF 156 B3 1969 Ref — Ballentine, James A. Ballentine's Law Dictionary, with Pronunciations, 3d ed., ed. by William S. Anderson. San Francisco, Bancroft-Whitney Co., 1969.

Based on interpretations of terms by "courts of last resort." Definitions include case citations.

K 13 B68 1897 Ref — Bouvier, John. Bouvier's Law Dictionary; new ed., ...rev... by Francis Rawle. Boston, Boston Book Co., 1897.

Original edition published in 1839. Well-documented; many entries not as concise as those in Black or Ballentine. Since the authorities cited are not as up-to-date as those in Black and Ballentine, it is preferable to use one of them, if possible.

2. Encyclopedias and other summaries of the law

A legal encyclopedia is not the precise counterpart of the specialized subject encyclopedia in other fields. It does not contain articles covering all aspects of the subject; biographies and important trends of legal history and philosophy, for example, are not to be found in the legal encyclopedia. Instead, you will find a collection of treatises in the encyclopedia arranged in alphabetical order, covering major legal topics in a fairly comprehensive fashion. The topics covered and format of each topic are analogous to those of a digest: in the encyclopedia entry you will find a scope-note, cross-references to other topics, and an analytical outline for the text. However, while the digest merely presents cases pertinent to the points in the outline, the encyclopedia text presents a summary of the law on the topic in question, amply supported by references to both statutes and cases. If you want to know what the law is concerning, for example, a divorce, a landlord-tenant dispute, or a question of fraud, and you do not know where to begin, the legal encyclopedia would be the place to start your research. Here, you will find your specific question treated in the context of the broader legal topic of which it is an aspect.

Love Library has two legal encyclopedias, one for United States law in general and one for California law:

KF 154 A5 Ref — American Jurisprudence. San Francisco, Bancroft-Whitney Co.
Abbreviation: Am. Jur.

In fifty-eight volumes, plus a four-volume general index. Superseded by the volumes of the second edition (see next entry) as they are published. Since the complete general index for the second edition has not yet appeared, the one for the first edition is still of value in approaching the later edition.

KF 154 A5 1962 Ref — American Jurisprudence, 2d ed.; a Modern, Comprehensive Text Statement of American Law, State and Federal. San Francisco, Bancroft-Whitney Co., 1962-
Abbreviation: Am. Jur. 2d

This is one of the basic units in the publisher's "Total Client-Service Library[R]." The text of each entry summarizes the legal

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principles involved in a given question. Authorities cited include the Uniform State Laws and Uniform Commerical Code, case law, and ALR annotations. A table of parallel references enables the user to find the same point of law in both Am. Jur. and Am. Jur. 2d. There is an index at the end of each volume, as well as an interim index covering volumes 1-68 (for use until the general index for the entire set is published). Volumes 33 and 34, covering federal taxation, are replaced annually; there are annual supplementary pocket parts for the other volumes. The "Desk Book," a legal almanac, is a useful feature of Am. Jur. 2d. It includes a great deal of information, such as:

1. Basic legal documents, such as the Constitution, Articles of Confederation, U.N. Charter, and Atlantic Charter.
2. Organization charts and addresses of federal agencies.
3. Data concerning the states, territories, and possessions of the U.S.
4. Organization of the courts.
5. Lists of American and British law reports, with their jurisdiction and chronological coverage.
6. Abbreviations for citing important legal publications.

For California law, consult:

KFC 40.1 C34 Ref — California Jurisprudence, 2d ed.; a Complete and Modern Statement of the Law and Practice of the State of California. San Francisco, Bancroft-Whitney Co.
Abbreviation: Cal. Jur. 2d

Consists of a general index, fifty-six volumes, and a table of cases cited; there is also an index at the back of each volume. The format is similar to that of the American Jurisprudence encyclopedias. Like the Am. Jur. works, the volumes are supplemented by cumulative annual pocket parts.

Cal. Jur. 2d is being replaced by:

KFC 40.1 C35 Ref — California Jurisprudence, 3d ed. San Francisco, Bancroft-Whitney Co.
Abbreviation: Cal. Jur. 3d

This third edition, like Am. Jur. 2d, emphasizes integration into the publisher's "Total Client Service Library®"; it includes many cross-references to codes, Cal Practice, Cal Forms, ALR, Am. Jur. 2d, and other publications. Each article presents basic coverage of federal law concerning the topic in question. Each article includes:

1. Scope of the topic.
2. Cross-references to other topics in the encyclopedia.
3. References to other works providing further information on the topic.
4. Relevant federal legislation.
5. An analytical outline of the topic.
6. The text itself, liberally footnoted by references to cases, statutes, and ALR annotations.

Another tool useful for obtaining an overview of California law on one or several topics is:

KFC 30 W58 Ref & Stacks — Witkin, B. E. Summary of California Law; a Concise and Critical Manual of the Law of California. 7th ed. San Francisco, Bender-Moss Co., 1960.

The chapters, representing major aspects of law, are:

Contracts	Taxation
Agency and employment	Partnership
Sales	Corporations
Negotiable instruments	Parent and child
Security transactions	Husband and wife
Personal property	Community property
Real property	Equity
Torts	Trusts
Workmen's compensation	Wills and probate
Constitutional law	

Each chapter is a treatise with an outline and index, cross-references to other chapters, and extensive citations of legal authorities. The tables in volume 4 include:

1. Cases
2. California Code Citations
3. Citations to Constitutions
4. Uniform Commercial Code Citations

KFC 30 W58 Supp 1969 — _____. _____. Supplement. San Francisco, Bancroft-Whitney Co., 1969.

Brings case law up to date to 1969. Adds new sections and subtopics, and reflects adoption of the Uniform Commercial Code by the 1963 California State Legislature.

3. Directory

KF
190
M3
1971
Ref

Martindale-Hubbell Law Directory; 103d annual ed., 1971. Summit, N.J., Martindale-Hubbell, Inc.

Consists of five volumes, plus paperbound supplements. Volumes 1-4 contain a directory of attorneys and law firms, divided into three sections:

1. Geographical Bar Roster - arranged by state and then by town. Gives names and other information for attorneys and judges; indicates whether or not they are American Bar Association members.

2. Patent Lawyer's Roster

3. Biographical section - gives information about law firms and their members. Lists name, address, and nature of practice for each law firm, and gives biographical information about its members. The entry for the firm lists references and/or representative clients.

Volume four gives this same information for outstanding firms in Canada and other foreign countries. Volume five contains digests of the laws of the U.S. and many foreign countries, including references to statutes and cases which have interpreted or applied them, arranged in the following manner:

Part I - The fifty states, the District of Columbia, Puerto Rico, and the Virgin Islands.

Part II - U.S. Copyright, Patent, and Trademark laws.

Part III - Canada and the Canadian provinces.

Part IV - Many foreign countries.

The remainder of volume five gives the following additional information about American law:

Part V - Enumerates districts and names judges for all federal courts.

Part VI - Gives texts of many uniform and model acts.

VII - Gives information about the American Bar Association, including officials, committees, and offices. Publishes the texts of the A.B.A.'s Code of Professional Responsibility and Canons of Judicial Ethics.

F. SPECIAL AIDS

Love Library has, in addition to the reference works described above, a number of works designed to provide further assistance to the user of law books.

For current awareness service in law, the user should consult:

KF 132.1 U53 Ref — Bureau of National Affairs. The United States Law Week. Washington, D.C., 1933-
Abbreviation: U.S.L.W.

This looseleaf service is divided into two sections: General Law and Supreme Court. The General Law section includes the following:

1. Statute section (verbatim copy of important laws passed by Congress).
2. Summary and analysis of current legal developments.
3. New court decisions, federal agency rulings, and special articles of interest to the legal profession. Articles are classified by major law topics.
4. General topical index.

The Supreme Court section gives:

1. U.S. Supreme Court proceedings.
   a. Cases docketed--gives docket number, name and subject of the case, the lower court involved, and the citation to its opinion.
   b. A subject-matter summary of cases recently filed.
   c. A calendar of hearings scheduled.
   d. Articles reviewing the work of the court.
   e. A journal of proceedings.
2. The opinions of the Supreme Court in full text, supplemented, by digest-headnotes.
3. Supreme Court Index, including a table of cases and docket number table.

The following sets provide practice assistance for lawyers, and are intended to complement Am. Jur. 2d, the legal encyclopedia, and ALR, the annotated case reports:

KF 8913 A53 — American Jurisprudence Trials; an Encyclopedic Guide to the Modern Practices, Techniques, and Tactics Used in Preparing and Trying Cases, With Model Programs for the Handling of all Types of Litigation. San Francisco, Bancroft-Whitney Co.
Abbreviation: Am. Jur. Trials

Consists of twenty volumes and an index; there is also an index at the end of each volume. Updated by annual cumulative pocket parts. A practical manual, replete with examples of evidence, sample interviews, and suggestions for effective management of a law office. Makes frequent references to other parts of the "Total Client Service Library®" as well to works for further study.

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Volumes 1-6: Practice, Strategy, Controls - These volumes include recommendations concerning interviews, witnesses, evidence, settlement, jury selection, and other matters.

Volumes 7-20: Model Trials - Specific advice for practice in trials of all types--homicide, juvenile court proceedings, swimming pool accidents, etc.

KF 8835 A5 — American Jurisprudence Proof of Acts Annotated; a Carefully Edited Compilation of Trial Guide Material in Text and in Question and Answer Form Designed to Assist Lawyers Preparing for Trial and in Examining Witnesses. San Francisco, Bancroft-Whitney Co.
Abbreviation: Am. Jur. Proof of Facts

Helps lawyers with such matters as interviewing clients and examining witnesses. In thirty volumes, with an index at the back of each volume; there is also a general index volume for the entire set. Arranged by topics such as ankle injuries, ladder accidents, etc. Gives checklists of "Elements of Proof" and "Elements of Damages." Suggests questions to ask of witnesses in order to elicit necessary information. Notes lead the user to Am. Jur. and to relevant case citations.

KF 8868.1 A53 — American Jurisprudence Pleading and Practice Forms Annotated, State and Federal; a Comprehensive, Carefully Compiled and Edited Collection of Pleading and Practice Forms, Including Many Jury Instructions, Keyed to the Substantive Law in American Jurisprudence 2d and Designed to Provide Dependable Forms for all Types of Pleading and Procedural Steps in Judicial and Administrative Proceedings. San Francisco, Bancroft-Whitney Co.
Abbreviation: Am. Jur. Pleading and Practice Forms

In twenty-three volumes, arranged alphabetically by topic. Each entry consists of the following:

1. Analysis and summary of the topic.
2. References to other research aids.
3. Governing principles of law.
4. References to relevant state statutes.
5. Checklist of points to include in the form.
6. Sample forms, with notes.

There is an index to each volume, as well as a two-volume general index. Cumulative pocket parts update the work.

These works perform a similar function, but are specific to California legal practice:

KFC 995 C3 — Cal Practice; Precisely Structured for California's Active Practitioner... Civil Cases, Statutes, and Court Rules Fully Integrated with Implementing Forms, Methods, Recommendations, Checklists, and Checkpoints, and Detailed Specific-Case Plans.
Abbreviation: Cal Practice

Consists of 455 chapters, arranged by broad topics. Presents the practical aspects of representing a client. Matters to be handled in a given case are presented in chronological order, with checklists of questions to ask, points to consider, etc. Cites cases, court rules, and other references. There is an index at the end of each volume, and a general index for the entire set. Volume 20 has a procedural timetable for handling cases at the front, and includes a table of constitutional and statutory provisions and regulations cited.

KFC 68 C3 — Cal Forms; Practice-Oriented Forms for California Legal and Business Transactions...Exhaustively Annotated...Keyed to the Substantive Law...Integrating Legal and Form-Drafting Principles with Cases, Statutes, Regulations, Tax Notes, Tables, Checklists, and Checkpoints. San Francisco, Bancroft-Whitney Co.
Abbreviation: Cal Forms

Each chapter defines its scope and gives cross-references to related topics and other practice aids. The text includes both general considerations and practice reminders. The work provides copious notes and, in many cases, charts to clarify the law in a given area.

G. LEGAL PERIODICALS

There are two major types of legal periodicals. First, there are professional journals, such as bar association journals and publications for various legal specialties; an example of these is the American Bar Association Journal. Then, there are law school reviews, consisting of articles by law professors, judges, and lawyers, notes and comments by the student editors, comments on recent cases, and book reviews; an example of these is Stanford Law Review. For a bibliography of legal periodicals published in California, consult D. Henke, California Legal Research Handbook, Lex-Cal-Tex Press, Walnut Creek, Calif., 1971, pp. 729-732. (KF 240 H4 Ref).

Z 6944 L315 Ref (Index table 6) — Index to Legal Periodicals; published by the H. W. Wilson Co., in cooperation with the American Association of Law Libraries. 1908- (Library has 1964-)

Published monthly, except for September, the Index enters articles by both author and subject. It includes periodicals published throughout the English-speaking world, as well as yearbooks, annual institutes, and annual reviews. There are case notes at the end of the entries for each subject under the sub-heading "cases"; each issue includes a table of cases commented upon. A book review index in each issue indicates locations for reviews of new legal publications.

Articles pertinent to the field of law, but not indexed in the above publication, may be found by consulting:

Z 6944 L34 I5 Ref (Index table 6) — Index to Periodical Articles Related to Law; Selected from Journals not Included in the Index to Legal Periodicals. Dobbs Ferry, N.Y., Glanville Publications, Inc., 1958-
(Library has 1972 to date, plus the ten-year cumulation described below.)

Published quarterly; the October issue represents a cumulative index for the year. This index covers many social issues of concern in legal work, such as abortion, capital punishment, and workmen's compensation. Arrangement is by subject; there is an author index and list of journals included.

Z
6944
L34
I5
1958-68
Ref
(Index
table 6)

Ten-year Index to Periodical Articles Related to Law, ed. Roy M. Mersky and J. Myron Jacobstein. Dobbs Ferry, N.Y., Glanville Publications, 1970.

Annual reviews are, in law as well as in other fields, an excellent means by which to acquaint yourself with the major developments of a given year. The following annual review summarizes each year's work in major areas of law, such as torts, environment, criminal law, etc.:

KF
178
A55
(year)
Last vol.
Ref

Annual Survey of American Law. Dobbs Ferry, N.Y., Oceana Publications, Inc.

Published each year since 1942 under the auspices of the New York University School of Law.

H. FOR FURTHER STUDY

The following three works would be of value to the user who wishes to know more about either law or legal bibliography. The first is a simplified presentation of personal and business law to the layman; the second and third are guides to the use of law books.

KF
387
K55
1970
Ref

Kling, Samuel G. The Complete Guide to Everyday Law, 2d ed. Chicago, Follett, 1970.

"Intended for home and office use...Arranged by question-and-answer method within topical sections; indexed. Includes a section of sample legal forms and a glossary of legal terms."

Includes chapters on virtually all aspects of personal law. Covers principles of court action and need for an attorney, as well as details of the relationship with him. Summarizes the major legal principles of topics included, noting any exceptions in specific states.

KF
240
P7
1969
Ref

Price, Miles O., and Harry Bitner. Effective Legal Research, 3d ed. Boston, Little, Brown, and Co., 1969.

A very valuable text for orienting the user to legal bibliography. Presents all major types of research tools and explains their use. Appendices include correct forms for legal citations and common legal abbreviations.

KF 240 H4 Ref

Henke, Dan. California Legal Research Handbook: State, Federal. Walnut Creek, Calif., Lex-Cal-Tex Press, 1971.

Emphasizes the "how-to-do-it" aspect of legal research. Covers all areas of law--constitutional, statutory, administrative, case, etc.--and the tools needed to deal with them. Includes a lengthy section on special topics within the law, such as accounting, labor, and environment, which presents the specialized treatises, handbooks, and reporters dealing with each topic.

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Loughran, Frank. "Using a Law Library," Distribution Age, June, 1965, pp. 36-40.

Price, Miles O., and Harry Bitner. Effective Legal Research. 3d ed. Boston: Little, Brown and Co., 1969.

Putnam, Carlton B. How to Find the Law; a Comprehensive Treatment of the Problems of Legal Research with Illustrations from Various Publications, Together with a Legal Bibliography for each State and the Federal Government. 4th ed. St. Paul: West Pub. Co., 1949.

Roalfe, William R., ed. How to Find the Law; with Special Chapters on Legal Writing. 6th ed. St. Paul: West Pub. Co., 1965.

Shepard's Citations Inc. How to Use Shepard's Citations; a Detailed Presentation of the Scope and Functions of Shepard's Citation Books with Illustrative Examples and an Analysis of their Relation to Other Methods of Legal Research. Colorado Springs, Colo.: 1955.

West Publishing Co. West's Law Finder; a Research Manual for Lawyers. St. Paul: 1965.

West Publishing Co. Sample Pages Illustrating Organization of and Research Techniques Used in West's Publications. St. Paul: 1970.

TABLE OF ABBREVIATIONS

ALR	American Law Reports Annotated
ALR Fed.	American Law Reports Federal
Am. Ann. Cas.	American Annotated Cases
Am. Dec.	American Decisions
Am. Jur.	American Jurisprudence
Am. Jur. 2d	American Jurisprudence, 2d edition
Am. Jur. Pleading and Practice Forms	American Jurisprudence Pleading and Practice Forms Annotated
Am. Jur. Proof of Facts	American Jurisprudence Proof of Facts Annotated
Am. Jur. Trials	American Jurisprudence Trials
Am. R.	American Reports
Am. St. R.	American State Reports
Am. and Eng. Ann. Cas.	American and English Annotated Cases
Ann. Cas.	Annotated Cases, American and English
C.F.R.	Code of Federal Regulations
Cal.	California Reports
Cal. Adm. Code	California Administrative Code
Cal. App.	California Appellate Reports
Cal. Dig.	West's California Digest
Cal. Jur. 2d	California Jurisprudence, 2d edition
Cal. Jur. 3d	California Jurisprudence, 3d edition
Cal. Rptr.	West's California Reporter
Cal. Unrep.	California Unreported Cases
Cent. Dig.	American Digest, Century Edition

Dec. Dig.	Decennial Edition of the American Digest
F.	Federal Reporter
F.R.	Federal Register
F. Supp.	Federal Supplement
Gen. Dig.	West's General Digest
L. Ed.	U.S. Supreme Court Reports, Lawyer's Edition
N.W.	North Western Reporter
Ops. Cal. Atty. Gen.	Opinions of the California Attorney General
P.	Pacific Reporter
S. Ct.	Supreme Court Reporter
S. Ct. Dig.	U.S. Supreme Court Digest
S.E.	South Eastern Reporter
So.	Southern Reporter
Stat.	Statutes at Large
U.S.	United States Reports
U.S.C.	United States Code
U.S.C.A.	United States Code Annotated
U.S. Ct. Cl.	United States Court of Claims Reports
U.S.L.W.	United States Law Week

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INDEX

	Page
American and English Annotated Cases	25
American Decisions	25
American Digest	29-33
Century Edition	30
1906 Decennial Edition	30
Second Decennial Edition	30
Third Decennial Edition	30
Fourth Decennial Edition	31
Fifth Decennial Edition	31
Sixth Decennial Edition	31
Seventh Decennial Edition	31
American Jurisprudence	21,36
American Jurisprudence, Second Edition	15,21,36,40
American Jurisprudence Pleading and Practice Forms	41
American Jurisprudence Proof of Facts	41
American Jurisprudence Trials	40-41
American Law Reports Annotated	21,33,37,38
American Law Reports Annotated, Second Series	21
American Law Reports Annotated, Third Series	22
American Law Reports: Blue Book of Supplemental Decisions, v. 1-175	23
American Law Reports: Complete Word Index to Annotations	22
American Law Reports Federal: Cases and Annotations	24
American Law Reports, First Series, Quick Index	23
American Law Reports Permanent Digest, Covering v. 1-175	22
American Law Reports Second and Third Series Quick Index	23
American Law Reports, Second Series: Later Case Service	23
American Law Reports, Second Series v. 1-100 Digest: Cases and Annotations	22
American Law Reports, Second Series: Word Index to Annotations	22
American Reports	24
American State Reports	25
Annotated Cases, American and English (American Annotated Cases)	25
Annual Survey of American Law	43
Ballentine's Law Dictionary	36
Black's Law Dictionary	35
Bouvier's Law Dictionary	36
Bureau of National Affairs. U.S. Law Week	26,40
Cal Forms	37,42
Cal Practice	37,41
California Administrative Code	8,11
California Appellate Reports	16
California Blue and White Book	26
California Hearing and Rehearing Table	33
California Jurisprudence, Second Edition	21,37
California Jurisprudence, Third Edition	37
California Reports	16
California Unreported Cases	16
Code of Federal Regulations	10
Columbia University Legislative Drafting Research Fund. Constitutions of the United States, National and State	4

_____. Index Digest of State Constitutions---------- 4
Constitution of the State of California and of the United States and Other Documents---------- 3
Constitution of the United States of America; Analysis and Interpretation---------- 3
Federal Quick Index to the Total Client Service Library---------- 24
Federal Register---------- 5,10-11
Federal Reporter---------- 18,26,35
Federal Supplement---------- 18,26,35
Henke, Dan. California Legal Research Handbook: State, Federal-------- 44
Index to Legal Periodicals---------- 42
Index to Periodical Articles Related to Law---------- 42-43
Kling, Samuel G. The Complete Guide to Everyday Law---------- 43
Larmac Index to the Constitution and Laws of California---------- 9
Martindale-Hubbell Law Dictionary---------- 39
National Reporter System---------- 17-20
North Western Reporter---------- 19,20
Opinions of the California Attorney General---------- 11
Pacific Reporter---------- 19-20,26,33,35
Peaslee, Amos J. Constitutions of Nations---------- 4
Price, Miles O., and Harry Bitner. Effective Legal Research---------- 43
San Diego County Code of Regulatory Ordinances---------- 12
San Diego Municipal Code---------- 12
Shepard's Acts and Cases by Popular Names---------- 25
Shepard's California Citations---------- 35
Shepard's Federal Circuit Table---------- 26
Shepard's Federal Citations---------- 34-35
Shepard's United States Citations---------- 34
South Eastern Reporter---------- 19,20
Southern Reporter---------- 19,20
Statutes at Large---------- 5,10,25,34
Statutes of California and Digests of Measures---------- 6
Statutory Record---------- 7
Summary Digest of Statutes Enacted and Measures Adopted---------- 6-7
Supreme Court Reporter---------- 17-18,34
Thorpe, Francis, N. The Federal and State Constitutions, Colonial Charters, and Other Organic Laws of the States, Territories, and Colonies Now or Heretofore Forming the United States of America 4
United States Code---------- 5,6,10,25,31,3
United States Code Annotated---------- 5,34
United States Code Congressional and Administrative News---------- 5-6
United States Court of Claims Reports---------- 15
United States Government Manual---------- 10
United States Reports---------- 15,34
United States Supreme Court Digest---------- 32
United States Supreme Court Reports, Lawyers' Edition---------- 18,34
West's Annotated California Codes---------- 8,35
West's Annotated California Codes: Constitution of the State of California---------- 3
West's California Code Forms---------- 8-9
West's California Digest---------- 32
West's California Legislative Service---------- 7
West's California Reporter---------- 19,20,26,32, 33,35
West's General Digest, Fourth Series---------- 31-32
Witkin, B. E. Summary of California Law---------- 38